

[Your School's Name]

[Your School's Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Parent/Guardian's Name]

[Parent/Guardian's Address]

[City, State, Zip Code]

Dear [Parent/Guardian's Name],

We are pleased to inform you that your child, [Child's Name], has been successfully enrolled in [School Name] for the [academic year/term]. We are excited to welcome your family into our school community.

Enclosed, you will find important information regarding:

1. Orientation dates and times
2. Required school supplies
3. Upcoming events
4. Contact information for key staff

Please ensure that all necessary forms are filled out and returned by [return date]. If you have any questions or require further assistance, please do not hesitate to contact us at [phone number] or [email address].

We look forward to a successful school year ahead!

Sincerely,

[Your Name]

[Your Title]

[Your School's Name]